

LBNL Emergency Services Program



*Ernest Orlando Lawrence
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**September 30, 2010
Guest House Evacuation Drill
AFTER ACTION REPORT**



**September 2010
Security Emergency Operations Group
Environment, Safety, and Health Division**

LBNL/Guest House Evacuation Drill

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EXERCISE AFTER ACTION REPORT
EMERGENCY MANAGEMENT EXERCISE
Guest House Drill 09/30/10

Exercise Summary

The Guest House, B23, at Lawrence Berkeley National Laboratory conducted an evacuation drill. The purpose of the drill was to validate the effectiveness of the emergency response organization in accordance with the site's emergency plan and procedures and the DOE Order 151.1C and to test the building fire alarm system.

The goal of the exercise was to evaluate the Emergency Response Organization (ERO), implement protective actions, and activate the B23 Building Emergency Team (BET).

Drill Participants

Thomas Farrell, BM
Barry Bain, BET
Chris Olson, BET
Jennifer Zerfas, BET
Bill Llewellyn, Observer

Gary Piermattei, Fire Marshall
Anne Boynton, Evaluator
Pam Jiles, Evaluator
Jan McClellan, Exercise Director/Evaluator

Findings/Improvement Items

There were no findings or corrective actions. The response was evaluated against 11 exercise objectives. 1 objective was not met (BET.2). 4 objectives were not applicable (BET.4, BET.8, BM.2, BET.10). 6 improvements were found (I11, I13, I14, I15, I16, and I4). 2 noteworthy practices were found (N3 and N4).

Exercise Scenario

Homeland Security Advisory Threat Level is Elevated - Yellow.
The LBNL weather conditions are sunny and very hot, with slight breeze. It is a typical work day in progress.

The Guest House, B23, is testing the fire alarms system and will use this as an opportunity for training for their BET members. Employees and guests will be evacuated from the building and directed to the Emergency Assembly Area to await further instructions.

Exercise Objectives

Building Emergency Team			
Building Emergency Team was assigned and evaluated against 9 Exercise Objectives. They met 5 of the assigned objectives and failed to meet 1.			
Obj. Id.	Objective Statement	Results	Comments
BET.1	Given a building evacuation, staff evacuated the building safely in accordance with	Met	

	MEPP 2009, 2.3.6.5 and BET Evacuation Guidelines. LBNL/PUB-540 Rev April 1, 2003, EPIPs 002-1, 002-8, 002.9, 004-1.		
BET.2	Given a building evacuation, staff exited building to designated assembly areas in accordance with MEPP 2009, 2.3.6.5 and BET Evacuation Guidelines. LBNL/PUB-540 Rev April 1, 2003, EPIPs 002-1, 002-8, 002.9, 004-1.	Not Met	I16: Building 23 has 2 designated Assembly Areas. Per the building manager's instructions, 2 staff members went to each assembly area. Housekeeping staff were redirected to the correct assembly area after initially assembling on the patio.
BET.3	Given a building evacuation, BET had their personal protective equipment (vests and hard hats) in accordance with MEPP 2009, 2.3.6.5 and BET Evacuation Guidelines. LBNL/PUB-540 Rev April 1, 2003, EPIPs 002-1, 002-8, 002.9, 004-1.	Met	
BET.4	Given a building evacuation, BET removed trauma kits from building in accordance with MEPP 2009, 2.3.6.5 and BET Evacuation Guidelines. LBNL/PUB-540 Rev April 1, 2003, EPIPs 002-1, 002-8, 002.9, 004-1.	Not Applicable	Trauma kits are located in the rescue box, not in the building.
BET.5	Given a building evacuation, BET removed radios from building in accordance with MEPP 2009, 2.3.6.5 and BET Evacuation Guidelines. LBNL/PUB-540 Rev April 1, 2003, EPIPs 002-1, 002-8, 002.9, 004-1.	Met	
BET.6	Given a building evacuation, BET conducted a sweep of the building in accordance with MEPP 2009, 2.3.6.5 and BET Evacuation Guidelines. LBNL/PUB-540 Rev April 1,	Met	

	2003, EIPs 002-1, 002-8, 002.9, 004-1.		
BET.7	Given a building evacuation, BET conducted accountability and reported the results to the BET lead or incident commander in accordance with MEPP 2009, 2.3.6.5 and BET Evacuation Guidelines. LBNL/PUB-540 Rev April 1, 2003, EIPs 002-1, 002-8, 002.9, 004-1.	Met	
BET.8	Given a building evacuation, BET shall make contact with the EOC in accordance with MEPP 2009, 2.3.6.5 and BET Evacuation Guidelines. LBNL/PUB-540 Rev April 1, 2003, EIPs 002-1, 002-8, 002.9, 004-1.	Not Applicable	Not applicable, EOC not activated for drill. Discussed procedure with the BET members after the drill.
BET.10	Given an emergency, BET members provided first aid in accordance with MEPP 2009, 2.3.6.5 and BET Evacuation Guidelines. LBNL/PUB-540 Rev April 1, 2003, EIPs 002-1, 002-8, 002.9, 004-1.	Not Applicable	No First Aid necessary for drill.

Building Manager			
Building Manager was assigned and evaluated against 2 Exercise Objectives. They met 1 of the assigned objectives and failed to meet 0.			
Obj. Id.	Objective Statement	Results	Comments
BM.1	Given an operational emergency the Building Manager will provide Incident Commander duties until relieved by first responder IC, in accordance with MEPP 2009, 2.3.6.4 and BET Evacuation Guidelines. LBNL/PUB-541 Effective Date: April 1, 2003, EIP 004-1.	Met	
BM.2	Given an operational emergency Building Manager will provide situational	Not Applicable	First responders weren't part of the drill. Discussed with BM and BET members the

Building Manager			
	information to first responders in accordance with MEPP 2009, 2.3.6.4 and BET Evacuation Guidelines. LBNL/PUB-541 Effective Date: April 1, 2003, EPIP 004-1.		need for one person to be the point of contact with the first responders.

Participant Performance Summary

Organization	Number of Objectives	Met	Not Met	Findings	Improvement Items	Superior Performance	Noteworthy Practices	Not Applicable	Not Observed
Exercise Control and Evaluation	0	0	0	0	2	0	0	0	0
Building Emergency Team	9	5	1	0	2	0	0	3	0
Building Manager	2	1	0	0	2	0	2	1	0
Exercise Totals	11	6	1	0	6	0	2	4	0

Improvement Items

Building Emergency Team	
Improvement Item	Recommended Action
I15: Sweep of the first floor delayed. BET assigned to provide the sweep also assigned to sweep another floor, while another BET was directing guests to the emergency assembly area. BET didn't have keys to doors to check rooms.	Review procedures and sweep assignments with B23 Building Manager and BET members. An Emergency Key Box will be purchased to allow all BET Members to have keys. (Sweep was delayed due to testing being done on the fire alarm system. The horns and strobes did not activate simultaneously which led to some confusion.) Responsible Organizations: Emergency Services Program Completion Date: 02/28/11
(Objective: BET.2) I16: Evacuees went to the patio or across the street during the drill instead of the emergency assembly areas.	Review evacuation procedures with staff and guests, revise if needed. Include revisions in BET training and retrain B23 BET members. Responsible Organizations: Emergency Services Program Completion Date: 02/28/11

Building Manager	
Improvement Item	Recommended Action
I13: BET members haven't had training in first aid, CPR or fire extinguisher use.	BET members are required to take first aid, and fire extinguisher training. Emergency Services Program to track required training for BET members and develop a process for

	reminding the BET member, BET Lead and eventually BET member's work supervisor. Responsible Organizations: Emergency Services Program Completion Date: 09/30/2011
I14: Emergency Assembly Area location is where the fire truck will be stationed when responding to the Guest House. The sign is located behind a chain link fence.	Review location of emergency assembly area and sign. Responsible Organizations: Emergency Services Program Completion Date: 12/31/2010

Noteworthy Practices

Participant: Building Manager and Building Emergency Team

Noteworthy Practice: N3 The BM/BET had a roster available when the evacuation began, which provided accountability of the guests. Evacuation Assistance List available for first responders.

Noteworthy Practice: N4 The BM/BET used radios to provide communications between BM and the BETs during the drill. This was very important to the evacuation efforts since they were covering 3 floors and 2 emergency assembly areas.